

HRM-12 INSTRUCTIONS

This form is used authorizing, changing, terminating or adding additional pay for May-mester and/or summer jobs (6-1 to 8-31) for continuing employees in the following categories:

1. Regular (9 month) Faculty teaching summer session or May-mester classes
2. Regular (9 month) Faculty performing summer faculty research
3. Regular (less than 12 month) Salaried Staff performing summer salaried work

Submit only ONE employee name per form. For all **NEW HIRE** employees submit a HRM-12 for the summer appointment and additionally submit a HRM-6 form for the upcoming fiscal year

to process the payroll appointment. The HRM-12 generates a monthly salaried amount for a specified appointment period. The form must be submitted through the signature routing as indicated on the front of the form to Human Resources. **The HRM-12 must either be typed or prepared electronically. All signatures must be original (do not submit electronically for processing). Submit one original only to Human Resources and copy this form for your files before submitting; no confirmation copies will be sent.** The most current version of this form and instructions may be accessed at www.unt.edu/hr/forms.

DEFINITION OF SELECTED FIELDS:

Base Department Number: The base account number of the department. In the EIS system, this number is preceded with an "N" for UNT accounts and an "S" for UNT System accounts. Ex. N10001, N31234, S10090.

Action: The payroll action being requested. Multiple actions may be indicated on the same HRM-7 form. Available actions are HIR (Hire), CHG (Change), ADP (Additional Pay), and TER (Terminate). NOTE: Justification must be attached to the HRM-12 for any additional pay items.

Reason: The reason for the action being requested. Available reasons are listed on the front of the HRM-12.

Effective Date: The first day of the action being made to the job. Refer to the current Human Resources Pay Plan for correct semester dates for May-mester, Summer I and Summer II classes.

End Date: The last day of the appointment period for this job.

EMPL ID: The unique identification number assigned to all students and employees of the university.

Empl Rcd #: The number that represents an individual job for an employee. An employee may have multiple job assignments associated with multiple Empl Rcd #'s. For HIR actions, leave

the Empl Rcd # blank; it will be generated by HR. For CHG, ADP or TER actions, list the Empl Rcd # for the job that should be changed or have additional pay.

Job Code: The numerical code associated with each individual Job Title. For Regular Faculty performing summer teaching, use Regular (9 month) Faculty job code. For Regular Faculty teaching May-mester classes, use the appropriate May-mester Job code. For Regular Faculty performing Research, use Job Code 1301. No job code is required for Additional Pay items.

% of Time: Enter the percentage of full-time employment the job represents: 100 - 100%, .5 - 50%, .33 - 33%. For assistance in determining the percentage of time for teaching positions, contact the office of the academic dean or the Vice President for Academic Affairs' Office. No percentage of time is required for Additional Pay items.

Monthly Amount: The amount of compensation the employee should receive on a per month basis.

Payment Account: The 5-digit account source for payment.

Monthly or Semi-Monthly: Indicate (M) for employees who are paid on a monthly basis or (S) for employees who are paid on a semi-monthly basis.

TRANSACTION EXAMPLES

Hire employee for summer job plus add additional pay:

Act.	Reas.	Effective Date			End Date			EMPL ID	Empl Rcd #	Name (Last, First Middle)	Job Code	% Time	Monthly Amount	Paymt. Acct	Monthly (M) or Semi-Monthly (S)	HR Use Only
		Mo	Day	Yr	Mo	Day	Yr									
HIR	A	06	01	xx	07	15	xx	12345678		Able, Matthew S.	0200	50%	\$3000	54321	M	
ADP	A	06	01	xx	07	15	xx	↓		↓			\$200	21345	↓	

Changes in Dates, Pay, % Time, Funding, or Other Changes: To change previously submitted data you **MUST** include the Empl Record # of the job being changed. For example, to change a previous HRM-12 that was submitted at 50% time to 75% time, the change should be submitted as follows:

Act.	Reas.	Effective Date			End Date			EMPL ID	Empl Rcd #	Name (Last, First Middle)	Job Code	% Time	Monthly Amount	Paymt. Acct	Monthly (M) or Semi-Monthly (S)	HR Use Only
		Mo	Day	Yr	Mo	Day	Yr									
CHG	T, P	06	01	xx	07	15	xx	12345678	2	(Change From) Able, Matthew S.	0200	50%	\$3000	54321	M	
CHG	T, P	06	01	xx	07	15	xx	↓	2	(Change To) Able, Matthew S.	0200	75%	\$4500	54321	↓	